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15 December 1950

MEMORANDUM FOR: Chief, Covert Branch  
Classification and Wage Administration Division  
Office of Personnel Director

THROUGH: Chief, Staff III

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FROM: II/SA

SUBJECT: Revised T/O

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1. It is requested that the T/O for the

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of Staff II, OPC, be revised to include an additional slot for the position of Assistant Information and Editorial Specialist at a Grade GS-9, to be assigned to the OPC Presentation Room. A statement of the duties of this position is attached (Attachment A).

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2. In view of the present workload of the OPC Presentation Room and the current and immediately contemplated activities, there is urgent requirement for the services of an individual possessing the qualifications of an Assistant Information and Editorial Specialist, as outlined in Attachment A, who can perform the duties enumerated as soon as it is feasibly possible.

3. The purpose of the Operations Room is to assist geographic desks in the planning, developing and presenting in a cartographic and illustrative manner, on a selected area or global basis, the varied OPC operational projects, providing a medium for study and briefing of interested staff personnel. The lack of properly qualified personnel for assignment to II/SA has prevented the Operations Room from properly functioning as originally planned. As a result, the visual displays of OPC operations have been delayed and the respective geographic desks denied the benefit of study and briefing derived from cartographic presentations.

4. In view of the current international situation, and the urgent requests of the respective area desks for assistance in the cartographic presentations of their operational projects, the need

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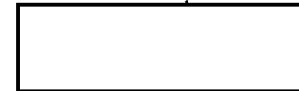
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is vital to staff the OPC Operations Room with the qualified personnel, who can begin performing their intended functions with the least possible delay.

5. Your early attention to this matter will be appreciated.



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Chief, II/SA

Attachment

APPROVED:



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Chief, Staff II

*Concur:*

*Information and Editorial Specialist GS-9*

*12/30/50*

*Chief of Page Admin.*



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*Comptroller*  
*8 January 1950*

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Duties and Responsibilities of the  
Assistant Information and Editorial Specialist

1. The Assistant Information and Editorial Specialist will aid and/or represent the Presentation Room Chief in the discharge of his diversified responsibilities; assist in planning and developing cartographic and illustrative projects, and whenever necessary, combined OSO and/or CIA global operations; assist, with the aid of the Presentation Room Chief, in the orientation of OPC staff members on the functions and operations of the Presentation Room; and inform ADPC and Branch staff personnel of the appropriate methods of visually displaying the unique and intricate OPC operations, conducted on a world-wide scale; assist at conferences held periodically among members of foreign intelligence services, and top level representatives of the Department of State, Department of Defense, JCS, etc.

2. The Assistant Information and Editorial Specialist must be qualified in the following respects:

- a. Thoroughly familiar with planning and plotting graphic presentations of operational projects, as well as maintaining a global concept of a coordinated picture.
- b. Capable of prompt interpretation of statistical analyses for development into a concise graphic presentation.
- c. Thorough knowledge of maps, scales and general cartography, as well as an extensive knowledge of geography.
- d. Adequate experience in drawing and drafting, and the ability to direct the preparations of graphic presentations, where additional outside help is indicated.
- e. Possess tact and poise to deal with high level officials who will frequent the rooms; to deal with services, graphics and the map branch personnel in enlisting their cooperation, when their assistance will be required from time to time; to maintain liaison with the staffs of the Department of Defense situation rooms, as these activities are of inestimable assistance in the maintenance of informal posting of coordinated efforts, plans, and operations.
- f. Possess knowledge of all of the equipment and supplementary aids, such as viewers, projectors, recording equipment, which will be installed in the Operations Room.

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3. In the absence of the Chief, the Assistant Information and Editorial Specialist will assume the responsibility of directing the activities of the Presentation Room, supervising the work assignments to determine that they are complete and current. The Assistant Information and Editorial Specialist will also be assigned the duty of scheduling briefing and top-level conferences, which will be regularly held in the Presentation Room. In this assignment the Assistant Information and Editorial Specialist will maintain records of scheduled sessions, brief respective branch security offices assigned to conferences, and conduct the liaison with geographic desks necessary in connection with these scheduled session.

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